

The management of reports - Whistleblowing

Who can make a report?

Eligible to report violations of which they have become aware within their work context are persons acting in the capacity of:

- **employees**, under any type of contract;
- **self-employed workers**;
- **collaborators, freelancers and consultants**;
- **volunteers and trainees**, including unpaid ones;
- **shareholders** (natural persons);
- people with functions, including de facto, of **administration, management, control, supervision or representation**;
- in general, all stakeholder of the Company.

When can you report it?

The report can be made:

- **when the legal relationship is ongoing**;
- **when the legal relationship has not yet begun**, where the reporter has become aware of an infringement during the selection process or at other pre-contractual stages;
- **during the trial period**;
- **after the termination of the legal relationship**, in the event that the reporter becomes aware of violations before the termination of the relationship (e.g. pensioners).

What can you report?

Behaviors, acts or omissions may be reported, which may consist of:

- **Offenses committed in violation of European Union legislation related to certain areas** (*including public procurement; product safety and compliance; environmental protection; public health; consumer protection; personal data protection; and network and information system security*).

- **Acts or omissions detrimental to the financial interests of the European Union, as well as impairing the free movement of goods, persons, services and capital** (for example: competition and state aid violations).
- **Crimes covered** by Italian Legislative Decree 231/01;
- **Violations of the Organizational Model** adopted by the Company pursuant to Italian Legislative Decree 231/01.

The report may also concern information on conduct aimed at concealing the above violations, as well as violations not yet committed that the reporter reasonably believes may occur on the basis of concrete evidence.

What cannot be reported?

The following may not be reported:

- **Disputes, claims or requests related to a personal interest** of the reporter that relate exclusively to their individual working relationships with colleagues or superiors.
- **Infringements** here already regulated in the directives and regulations of the European Union and in the implementing provisions of Italian law **that already guarantee special reporting procedures.**
- **Breaches of national security**, as well as **procurement relating to defence or national security aspects**, unless those aspects are covered by the relevant secondary legislation of the European Union.
- **Evidently groundless news.**
- **Information that is already fully in the public domain.**
- Information acquired only on the basis of rumors or rumors poorly reliable (c.d. **rumors**).

How can you send a report?

Automha S.p.A. in compliance with the legislative dictates, has implemented its own internal reporting channel, making available to the Recipients an **IT Platform** that meets the requirements of Legislative Decree. 24/23 and accessible at the following link: automha.whistlelink.com

As well as the "Whistleblowing" page on the Company's website: www.automha.it/whistleblowing/

Through the Platform it is possible to make a **written report**, filling in the Reporting Form, or by a **voice recording** of up to 10 minutes.

In both ways it is possible to attach documents in support of the Report and **ask for a confidential meeting with the internal Report Manager**.

Reports must, in any case, be **substantiated and well-founded**.

Through a Unique Identification Code and a password, automatically generated by the Platform and that cannot be recovered or duplicated in any way, it will be possible for the Reporter to **monitor** the processing status of its report and possibly to **interact** with the Report Manager.

What guarantees does Automha S.p.A. provide to the reporter?

In compliance with the provisions of the law, Automha S.p.A. guarantees the **confidentiality** of the identity of the reporter, of the persons reported or otherwise involved in the report, as well as the content of the report and the related documentation.

The Company guarantees the **protection** and prohibits and sanctions any direct or indirect form of measures and acts of retaliation or discrimination taken against the reporter as a result of the report, including those that are intentional, even attempted or threatened.

There are also **support measures** by third sector entities included in a special list published by ANAC.

The protections provided for by the Decree **also apply to persons other than the reporter** who may be the target of retaliation, due to their role in the reporting and/or the particular relationship that binds them to the reporting. These include the following:

- the c.d. "**facilitators**", that is those who have supported the reporter in their own report;
- **work colleagues** and people from the same working environment as the reporter;
- **relatives or stable relatives** of the reporter;
- **entities owned by the reporter** or operating in the same business environment as the reporter.

How is the report handled?

The management of the internal reporting channel and the report itself has been entrusted by Automha S.p.A. to a **report manager**, independent of the Company and specifically trained in the management of reporting, who will manage the report according to the procedure* adopted by the Company itself.

In particular, the internal report manager **will diligently follow up** the reports received, verifying its content and carrying out an **internal investigative activity** in order to verify its existence and allow the adoption of measures to prevent or penalise irregularities or irregularities detected.

The reporter will be **informed** of the receipt of the report and of the results of the investigations carried out.

More specifically, the internal report channel manager:

- **will issue to the reporter an acknowledgement of receipt** of the report within seven days from the date of receipt;
- **will maintain discussions with the Reporter**, also requesting any additions regarding the subject of the report;
- **will provide feedback to the Reporter** within three months from the date of the acknowledgment of receipt or, in the absence of such notice, within three months from the expiry of the seven-day deadline from the submission of the report.

** It is possible to consult the whistleblowing procedure adopted by Automha S.p.A. by sending a specific request to the e-mail address sistemaintegrato@automha.it*

What other reporting channels are available to the reporter?

ANAC EXTERNAL CHANNEL

At the National Anti-corruption Authority (**ANAC**) is active an external reporting channel, such as to ensure, also through encryption, the confidentiality of the identity of the reporter, of the persons reported or otherwise involved in the report, and the content of the alert and its documentation.

The reports will be **managed by ANAC** in accordance with the procedure adopted by the institution itself.

The reporter can only make an external report if, at the time of submission:

- **the internal reporting channel, although mandatory, is not active or, even if activated, does not comply** with the provisions of the Decree;
- **the reporter has already issued an internal report and has not been followed up** by the designated person or office;
- **the reporter has reasonable grounds to believe** that, if he made an internal report, it **would not be effectively followed up** or that this could lead to the **risk of retaliation**;
- **the reporter has reasonable grounds to believe** that the infringement may constitute an **imminent or manifest danger to the public interest**;
- the report concerns the **report manager and/or the deputy report manager**;
- the reporter **is the report manager and/or the deputy report manager** identified by the Company.

What other reporting channels are available to the reporter?

PUBLIC DISCLOSURE

It is possible to make public the information about violations that have become known in the workplace, **through the press** or through means of dissemination that can reach an unlimited number of people (including **social networks**).

The reporter, however, is protected only if, at the time of disclosure, one of the following **conditions** is met:

- The reporter has **previously made an internal and external report to ANAC, which remained unanswered** within the deadlines set for processing the reports (3 or 6 months).
- The reporter has reasonable grounds to believe that the infringement may constitute an **an imminent or manifest danger to the public interest**, that is to say that any external report may involve the **risk of retaliation** or may **not have effective follow-up**.

- **REPORTING TO THE COURTS**

The reporter has however the faculty to estimate the proposition of a denunciation to the jurisdictional Authority if it has come to knowledge of illicit conducts in the own working context.

Loss of protections and liability of the reporter.

At the time of reporting, **the reporter must have reasonable grounds to believe that the information he or she is reporting is true.**

The protections provided by Legislative Decree 24/23, in fact, do not apply when the criminal or civil liability of the whistleblower is established for the crimes of defamation or slander, or in any case for the same crimes committed with the report to the judicial or accounting authorities, committed with malice or gross negligence.

In case of loss of protection, in addition to the application of **disciplinary sanctions**, there is also an **administrative penalty of 500 to 2.500 euros** by ANAC.